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| Meeting Title | | Client Approval –SRS-Business Intelligence | | | |
| Date | | 24-Jan-2024 | | | |
| Venue | | SBC Conference Room | | | |
| Participants | | M Humayun Kabir, Managing Director, SBC | | | |
| Mohammad Nashir Uddin | | | |
| Syed Salman Bin Kader | | | |
| Purpose of Meeting | | Take approval from client | | | |
| Meeting Coordinator | | Syed Salman Bin Kader | | | |
| Agenda:   1. Review the requirements for Business Intelligence 2. Requirement prioritization 3. Approval of SRS | | | | | |
| Minutes | | | | | |
| Sl.  No. | Details of Discussion | | Action to  Be taken | Responsibility | Date for  Completion |
| 1. | Detail discussion was held on System Requirement Specification provided by Computer Network Systems Ltd. As of now SRS reflects the proposal accordingly. | | Start to prepare design document | System Analyst and documenter | As per WBS |
| 2 | Requirement prioritization discussed earlier are confirmed. | |
| 3 | SRS is approved and signed | |
| Prepared By | | Approved By | | | |
| Name : Syed Salman Bin Kader | | Name: Mohammad Nashir Uddin, SBC | | | |
| Signature | | Signature | | | |
| Date: 24-Jan-2024 | | Date: 24-Jan-2024 | | | |